

## Module 1

### Chapter 8

#### Other Tools in the DCPDS

#### Chapter Overview

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**Introduction**      This chapter guides you through the processes of using additional tools that will enhance your capability to use the DCPDS.

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## Using GhostView

**Purpose** To guide you through the procedure to use GhostView to view reports. We will use the Notification of Personnel Action (NPA) as the example.

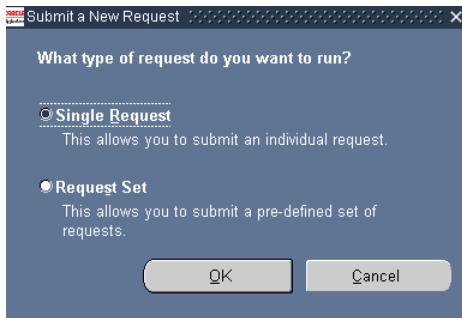
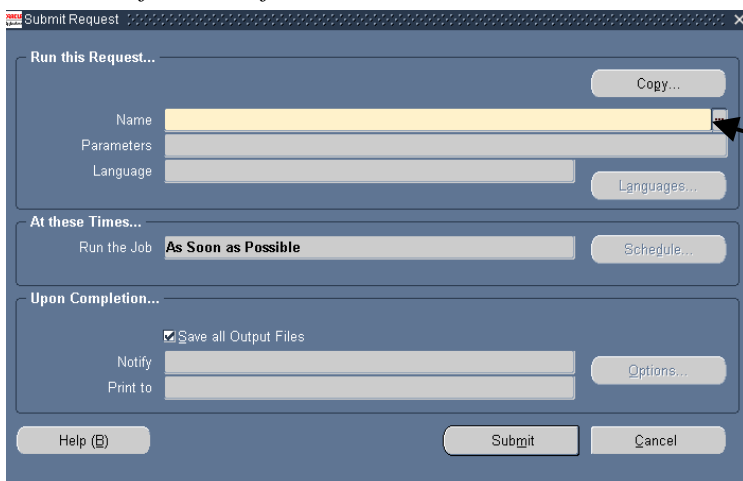
**What Is It?** It is a behind the scenes software application that allows you to view your reports/documents that you normally create and view based on your role and responsibility.

**Who Can Access**



You must be in a role that allows you to print an RPA/NPA or an OTA role to print a DD Form 1556.

**Using GhostView**

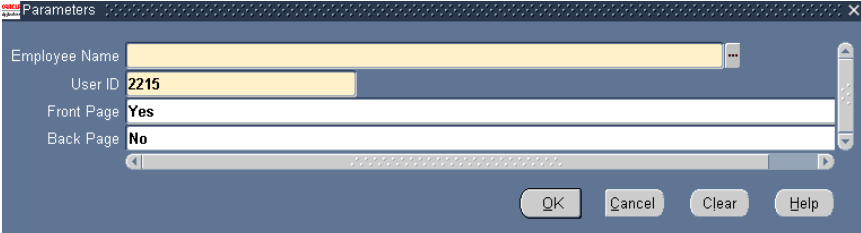
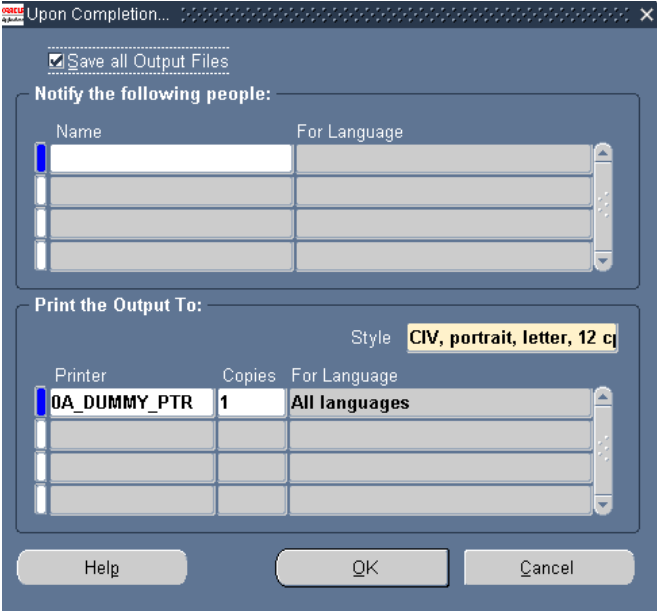
Step	Action
1	<b>Navigation Path</b> → <i>Processes and Reports</i> → <i>Submit Processes and Reports</i> → <b>&lt;Open&gt;</b> .
2	<p>The <b>Submit a New Request</b> window opens. Click the <b>&lt;OK&gt;</b> button</p> 
3	<p>With your cursor in the <i>Name</i> data field, click the LOV icon and select <i>Notification of Personnel Action</i>, then click the <b>&lt;OK&gt;</b> button.</p> 

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## Using GhostView, Continued

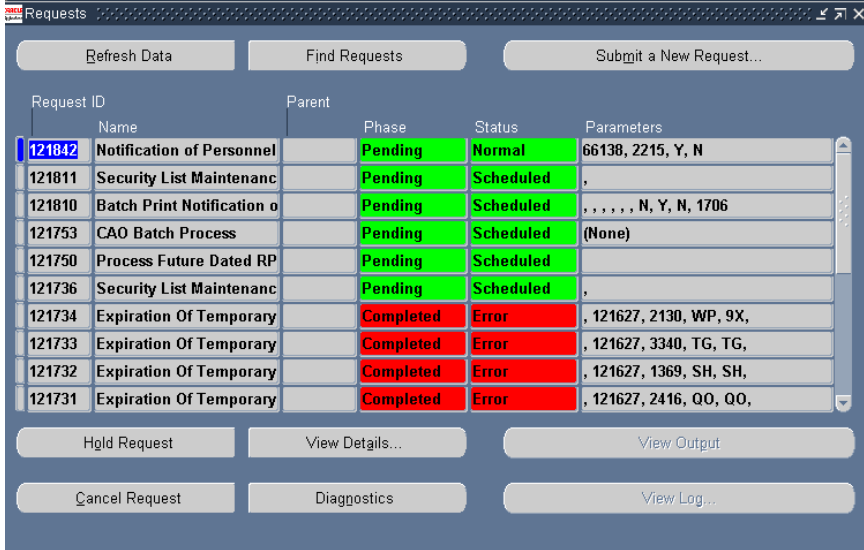
### Using GhostView (continued)

Step	Action
4	<p>The <b>Parameters</b> window opens. Click the LOV icon to select the <i>Employee Name</i> or use the shortcut query method. The next two data fields, <i>Front Page</i> and <i>Back Page</i>, automatically populate. Click the <b>&lt;OK&gt;</b> button</p> 
5	<p>Click the <b>&lt;Options&gt;</b> button the Upon Completion window opens, click in the <i>Copies</i> data field and override with "0." It is not necessary to change the other two data fields. Click the <b>&lt;OK&gt;</b> button</p> 

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## Using GhostView, Continued

### Using GhostView (continued)

Step	Action
6	Click the < <b>Submit</b> > button.
7	<p>The <b>Requests</b> window opens and shows the <i>Phase</i> and <i>Status</i> of your Requests. With the <i>Current Record Indicator</i> on the Report you need, click the &lt;<b>View Output</b>&gt;.</p> 
8	<b>GhostView</b> Window opens the Notification of Personnel Action for your review on your monitor screen.

# Corporate Management Information System (CMIS)

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<b>Definition</b>	CMIS is a central depository of all actions that occurs DoD wide. It is an Oracle HR application and has the same look and feel as the applications found at base level. It has view-only capability.
<b>System Access</b>	Access to the system, at all levels within DoD, will be based on an individual's official need for information. Each Component has responsibility for granting access privileges.
<b>How It Works</b>	<p>Regional servers link the regional databases to the DoD Corporate Management Information System (CMIS), where information on all DoD employees is maintained.</p> <p>CMIS provides Component Headquarters access to Component information and the Department access to DoD-wide human resources information.</p> <p>CMIS is used to record personnel actions and not to process them. Although Oracle HR can generate reports primarily for use by personnelists, it has limited ad hoc capabilities. Access to this database will be through an Oracle compatible query tool. Code is written into an End User Layer (EUL) that hides the complexities of a large relational database and gives you an easy-to-use tool. The data are broken down into expandable folders. Once you become familiar with the contents of the folders, generating a query becomes easy as you are guided by a Wizard that walks you through each required step.</p>

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## Using End User Layer to Access Data

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### Purpose

This section explains how the End User Layer (EUL) is used to access data from DCPDS. EUL is a predefined set of views of the database composed of folders with related data elements. It is used to access the database using query tools such as Cognos, Business Objects, or a Discoverer tool application. It is attached to the:

- Regional Service Center (RSC) database.
  - Customer Support Unit (CSU) characteristics:
    - Designed for fast reporting.
    - Use as a reporting tool.
    - Is updated nightly from the RSC database.
  - Transaction updates are done on the RSC database, not the CSU database.
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### How It Works

- The EUL provides an easy-to-use, ad hoc view of the data in the CSU database. Many commercial database inquiry systems exist. The illustration below uses Oracle Discoverer 3.1. Other tools provide the same basic functionality; however, your tool will not perform in exactly the same manner as discussed here.
  - Most DoD users are functional specialists or managers and not programmers. The EUL encapsulates data into families of folders. For example, the Employee folder contains data directly related to employees, such as Name, SSAN, DOB, Tenure, and Citizenship. The Civilian Position folder contains data directly related to a position, such as PD Number, Agency Code, CCPO ID, and FLSA Category.
  - Once the desired data is selected and moved into a selection window, it can be further refined by setting up conditions using standard relational operators, such as =, >, <, like, and in. Data items and operators are all available through Lists of Values (LOVs). Conditions can be joined with “and or” logic, making it possible to build tightly focussed inquiries. The data are initially displayed in the familiar spread sheet fashion and can be exported to an external file in several different formats. Any inquiry can be saved for future use. This is especially useful when an experienced user develops complex inquiries frequently used by new users or management officials.
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## Using End User Layer to Access Data, Continued

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### How it Works (cont)

- An additional feature for experienced users is the ability to build calculation fields. None of the folders contain years of service, but using the system date and SCD you can build a field called Yrs\_of\_Svc using the following formula:  $\text{trunc}((\text{system date} - \text{SCD})/365.25)$ . This would not be used to calculate retirement eligibility, but it could be used for projections for large organizations. Users who are building basic inquiries are guided by a Wizard through the process and ensures even beginners can obtain useful queries. Sophisticated queries including graphs and cross-tabulated reports are also available.
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